

USAID Namibia

Vacancy Announcement

2016/11

September 19, 2016

POSITION: Administrative and Management Assistant (FSN-07)

OPEN TO: Namibian Citizens and Permanent Residents

OPENING DATE: September 19, 2016

CLOSING DATE: October 10, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: N\$ 303,000 to N\$ 419,000

BASIC FUNCTION OF THE POSITION

The position manages a variety of functions within USAID/Namibia's Health and HIV Office by handling administrative and process-oriented tasks for tracking and monitoring USAID's PEPFAR program, as well as the functioning of the Health and HIV Office.

The incumbent will be responsible for, but not limited to, the following duties:

A. Office Management Support - 70%

Communications:

- Liaises with USG agencies on taskers, meeting and communications.
- Attends meetings to take notes and prepares summaries to include who attended, topics discussed, agreements reached, issues identified and any taskers.
- Manages all HIV/AIDS Office correspondence. Receives, reviews, and controls all incoming and outgoing correspondence and communications in close coordination with the Correspondence and Records Office.
- Ensures the quality of outgoing correspondence - prepares documentation in final form and routes for clearances and signatures. At times, hand carries documents/correspondence to appropriate line Ministries. Types and proofreads (for format, spelling, grammar, punctuation) letters, other correspondence, reports, creates tables and spreadsheets, for the Office.
- Receives visitors and phone calls. Answers inquiries or provides information/refers callers to the Health and HIV Office Director or technical staff. As directed or in response to incoming requests, arranges appointments and conferences with Mission and Government of Republic of Namibia (GRN) officials, Embassy and other U.S. Government officials, officials of other donor agencies, and implementing partners.

Tools and Trackers for Office Management:

- Maintains the electronic appointment and meeting calendar for the Office Director.
- Maintains Office management tools to track outstanding actions and supplies.

Human Resources/Travel:

- Manages time and attendance records for Office staff, including use of online web-based TA program.
- Prepares travel requests for Office staff – TA, flight booking, hotels, completing vouchers (excluding entitlement leave, which is processed through the HR/Travel Office, GHFP fellows, and travel requests for Embassy/USAID drivers).

Logistics and Planning:

- Sets up meetings, conferences and arrangements for all consultants and TDYers and manages all the accompanying logistics, including agendas and notifications.

Documentation Filing and Control:

- Sets up and maintains official, working and project filing systems for the Office. Ensures the integrity of the files by keeping originals and distributing copies.

B. Administrative Support – 30%

- Responsible for supporting the Office by designing procedures and tools, and maintaining tracker spreadsheets for the better management, administration and oversight of projects and activities.
- Assists with and track procurement and incremental funding request actions.
- Drafts correspondence, as per guidance of AOR/COR or Activity Manager, to partners (implementing and donor) for meetings and management; manages electronic and hard copy filing systems for the HIV Office, including confidentiality and security of data.
- Provides administrative coordination for portfolio reviews.
- Supports the HIV technical team in the administrative preparation and completion of routine and extraordinary reports, including the Country Operational Plan, annual reports, briefings, presentations and other reporting requirements, in addition to responding to queries regarding the program. This includes being the point of contact for FACTS Info - the repository of budget and performance data from a range of State and USAID reporting systems. The Assistant will export/import templates and data and generate needed reports and/or documents.
- Supports planning, budgeting, correspondence and scheduling tasks related to events, meeting and conferences related to the HIV Office. He/she may oversee all or part of the logistics and preparations and may take minutes at meetings and conferences.
- Liaise with USAID/Washington on logistical and administrative issues for short-term contracts (GMG and other mechanisms).

REQUIRED MINIMUM QUALIFICATIONS

- **Education:** A completed secondary education is required.
- **Experience:** Five years of progressively responsible experience is required in secretarial, clerical or administrative work.
- **Language Proficiency:** Level IV (fluent) English oral and writing ability is required.

Job Knowledge/Skills/Abilities:

- A proven knowledge of office coordination, scheduling, logistic support, documentation drafting, and general administrative procedures.
- Intermediate level skills with Microsoft Word, Excel, PowerPoint, and database management. Google platform is a plus.
- Good judgment, be able to work independently, be extremely organized and able to manage a variety of tasks and prioritize.
- Excellent customer services skills and be able to maintain positive working relationships with superiors and other office staff, Government of Namibia staff, Implementing Partners and others.

APPLICATION SUBMISSION GUIDELINES

How to Apply: Namibian Citizens and Permanent Residents should submit their application by e-mail to windhoekhr@usaid.gov and assure that **the subject line of the email states the position title for which you are applying.** A complete application includes the following:

- (1) **a signed cover letter expressing interest in the position** addressed to the Executive Officer, USAID/Namibia, Windhoek, Namibia.
- (2) **a completed DS-174 Application Form.** Attach copies of all documentation you believe are relevant to the position, including your qualifications and proof of residency. The form is available at: <http://windhoek.usembassy.gov/about-us/job-opportunities.html>
- (3) **a current CV**

Closing Date: Email complete application package to windhoekhr@usaid.gov by **17:00 (Windhoek time), October 10, 2016.** Please note that incomplete applications, hard copies or applications received after the deadline will not be considered. Only short listed candidates will be contacted.

Please note that all vacancies within the U.S. Embassy are advertised on the following website: <http://windhoek.usembassy.gov>.

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: TO'Day (Health Office Director)
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